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ABSTRACT

This index contains the unit titles from all 60 Ohio's Competency Analysis Profile (OCAP) lists. It is intended to facilitate the combination of units from different OCAPs in order to develop curricula that meet specific program needs (e.g., learner differences, labor market demands, and technological developments). OCAP titles are as follows: accounting; administrative/secretarial services; agricultural business feed and grain worker; agricultural/industrial mechanical technician; agricultural production; agricultural products sales and service worker; animal management technician; auto collision technician; auto mechanics; beef and sheep producer; building and property maintenance; business administration and management; business information systems; carpentry; clothing and interiors, production and services; commercial art; cosmetology; crop producer; dairy producer; dental assistant; diesel mechanics; diversified health occupations; drafting; early childhood education and care; electrical trades; electronics; entertainment marketing; entrepreneurship; fertilizer/chemical sales and service worker; floriculture and greenhouse worker; food production, management and services; forest industry worker; general marketing; grads; graphic communications: commercial photography; graphic communications: graphic arts; heating, ventilation, air conditioning, and refrigeration; horticulture; hospitality and facility care services; individual and family support services; industrial maintenance; law enforcement; machine trades; masonry; meat processor; medical assistant; middle school home economics; nurse aide; nursery and garden center worker; occupational work adjustment; poultry producer; power equipment technology; practical nursing; resource conservation; swine producer; travel and tourism marketing; turf and landscape worker; welding; and work and family life. (YLB)

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OCAP

OHIO'S COMPETENCY ANALYSIS PROFILE

INDEX

This index contains the unit titles from all 60 OCAP lists. It facilitates the combination of units from diverse OCAPs in order to develop curricula that meet specific program needs (e.g., learner differences, local labor market demands, technological developments).

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Ohio Department of Education

Vocational Instructional Materials Laboratory
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THE OHIO STATE UNIVERSITY

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What is OCAP?

"A comprehensive and verified employer competency list will be developed and kept current for each program." This is the second objective of Imperative 3 of the *Action Plan for Accelerating the Modernization of Vocational Education: Ohio's Future at Work*. Ohio's Competency Analysis Profile (OCAP) lists are the Division of Vocational and Career Education's response to that objective. OCAP lists evolve from a modified DACUM process involving business, industry, labor, and community agency representatives from throughout Ohio. The OCAP process is directed by the Vocational Instructional Materials Laboratory at The Ohio State University's Center on Education and Training for Employment.

How is OCAP used?

Each OCAP contains units (with and without subunits), competencies, and competency builders that identify the occupational, academic,* and employability skills needed to enter a given occupation or occupational area. Within that outline there are three levels of items: core, advancing, and futuring. Core items identify the knowledge, skills, and attitudes essential for entry-level employment. These items will be the basis for questions on the state vocational competency tests (scheduled to begin in school year 1993-94). Advancing items (marked with one asterisk) identify the knowledge, skills, and attitudes needed to advance in a given occupation. Futuring items (marked with two asterisks) identify the knowledge, skills, and attitudes needed to enter and remain in a given occupation three to four years from now.

School districts may add as many units, subunits, competencies, and/or competency builders as desired to reflect local employment needs, trends, and specialties. Local advisory committees should be actively involved in the identification and verification of additional items. Using OCAP lists, instructors will be able to formulate their vocational courses of study and monitor competency gains via the new criterion-referenced competency testing program that will be directly tied to the competencies identified on the OCAP lists.

***Academic competency lists for communications, math, and science are available separately.**

OCAP INDEX

ACCOUNTING

Unit 1: General Accounting Functions
Unit 2: Specialized Accounting Functions
Unit 3: Inventory Records
Unit 4: Office Technology
Unit 5: Records Management
Unit 6: General Office Functions
Unit 7: Communications
Unit 8: Professionalism
Unit 9: Employability Skills

ADMINISTRATIVE/SECRETARIAL SERVICES

Unit 1: Communications
Unit 2: Office Technology
Unit 3: Financial Functions
Unit 4: Records Management
Unit 5: Support Tasks
Unit 6: Professionalism
Unit 7: Employability Skills

AGRICULTURAL BUSINESS FEED AND GRAIN WORKER

Unit 1: General Safety Precautions
Unit 2: Grain
Unit 3: Feed
Unit 4: Maintenance of Facilities and Grounds
Unit 5: Store Sales
Unit 6: Agricultural Mechanics
Unit 7: Marketing
Unit 8: Business Management
Unit 9: Employability Skills

* Advancing
** Futuring

AGRICULTURAL/INDUSTRIAL MECHANICAL TECHNICIAN

Unit 1: General Safety Precautions
Unit 2: General Equipment Maintenance
Unit 3: General Repair Procedures
Unit 4: General Shop Practices
Unit 5: Equipment Operation
Unit 6: Cylinder Head
Unit 7: Engine Block
Unit 8: Lubrication System
Unit 9: Cooling Systems
Unit 10: Fuel and Air Systems
Unit 11: Electrical Systems
Unit 12: Drivetrain
Unit 13: Brake Systems
Unit 14: Suspension and Steering
Unit 15: Heating and Air-Conditioning (AC)
Unit 16: Hydraulics
Unit 17: Employability Skills

AGRICULTURAL PRODUCTION

Unit 1: General Safety Precautions
Unit 2: Crop and Forage Production
Unit 3: Agricultural Mechanics
Unit 4: Marketing
Unit 5: Business Management
Unit 6: Employability Skills
Unit 7: Beef and Sheep Production
Unit 8: Dairy Production
Unit 9: Poultry Production
Unit 10: Swine Production

AGRICULTURAL PRODUCTS SALES AND SERVICE WORKER

Unit 1: General Safety Precautions
Unit 2: Sales Skills
Unit 3: Customer Service
Unit 4: Business Management
Unit 5: Inventory
Unit 6: Merchandise Delivery
Unit 7: Equipment Operation and Maintenance
Unit 8: Employability Skills

* Advancing
** Futuring

ANIMAL MANAGEMENT TECHNICIAN

Unit 1: General Safety Precautions
Unit 2: Animal Care Industry
Unit 3: Housing
Unit 4: Breeding and Reproduction
Unit 5: Feeding
Unit 6: Grooming
Unit 7: Handling
Unit 8: Aquarium Management
Unit 9: Health Care
Unit 10: Marketing and Sales
Unit 11: Merchandise Handling
Unit 12: Business Management
Unit 13: Employability Skills

AUTO COLLISION TECHNICIAN

Unit 1: Basic Skills
Unit 2: Analysis and Repair of Nonstructural Damage
Unit 3: Analysis and Repair of Structural Damage
Unit 4: Mechanical and Electrical Components
Unit 5: Plastics and Adhesives
Unit 6: Painting and Refinishing
Unit 7: Service Management
Unit 8: Communications
Unit 9: Occupational Skills
Unit 10: Employability Skills

AUTO MECHANICS

Unit 1: Safety and Housekeeping
Unit 2: Engine Repair
Unit 3: Automatic Transmission/Transaxle
Unit 4: Manual Drive Train and Axles
Unit 5: Suspension and Steering
Unit 6: Brakes
Unit 7: Electrical Systems
Unit 8: Heating and Air-Conditioning (AC)
Unit 9: Engine Performance
Unit 10: Nonmechanical Body Trim and Upholstery
Unit 11: Employability Skills

* Advancing
** Futuring

BEEF AND SHEEP PRODUCER

Unit 1: General Safety Precautions
Unit 2: Animal Care
Unit 3: Genetics, Reproduction, and Breeding
Unit 4: Waste Handling and Disposal
Unit 5: Nutrition, Feeds, and Feeding
Unit 6: Herd Health
Unit 7: Marketing
Unit 8: Business Management
Unit 9: Agricultural Mechanics
Unit 10: Crop/Forage Production
Unit 11: Employability Skills

BUILDING AND PROPERTY MAINTENANCE

Unit 1: Basic Procedures
Unit 2: Carpentry Applications and Repairs
Unit 3: Roofing Applications and Repairs
Unit 4: Ceramic Tile
Unit 5: Masonry Applications and Repairs
Unit 6: Electrical Installations and Repairs
Unit 7: Plumbing Installations and Repairs
Unit 8: Welding and Cutting Operations
Unit 9: Heating, Ventilation, Air-Conditioning, and Refrigeration Installation and Service
Unit 10: Painting and Wallpapering
Unit 11: Employability Skills

BUSINESS ADMINISTRATION AND MANAGEMENT

Unit 1: Management and Supervision
Unit 2: Economic and Business Principles
Unit 3: Accounting and Financial Functions
Unit 4: Office Technology
Unit 5: General Office Functions
Unit 6: Communications
Unit 7: Professionalism
Unit 8: Employability Skills

* Advancing
** Futuring

BUSINESS INFORMATION SYSTEMS

Unit 1: Data Input
Unit 2: Microcomputer Operations
Unit 3: Computer Operations
Unit 4: Information System*
Unit 5: Software Applications
Unit 6: General Business Concepts
Unit 7: Office Functions
Unit 8: Communications
Unit 9: Professionalism
Unit 10: Supervisory Functions*
Unit 11: Employability Skills

CARPENTRY

Unit 1: Basic Carpentry Procedures
Unit 2: Layout Work
Unit 3: Footer and Foundation Walls
Unit 4: Floor Framing
Unit 5: Wall Framing
Unit 6: Roof Framing
Unit 7: Roofing
Unit 8: Exterior Finish
Unit 9: Insulation
Unit 10: Interior Finish
Unit 11: Stairs
Unit 12: Energy-Efficient Construction*
Unit 13: Special Carpentry Applications*
Unit 14: Employability Skills

CLOTHING AND INTERIORS, PRODUCTION AND SERVICES

Unit 1: Fabric Technology
Unit 2: Dressmaking and Tailoring
Unit 3: Fashion Merchandising
Unit 4: Dry Cleaning and Laundry
Unit 5: Interior Decorating
Unit 6: Business Operations
Unit 7: Employability Skills

* Advancing
** Futuring

COMMERCIAL ART

Unit 1: Professional Behavior
Unit 2: Safety Procedures
Unit 3: Basic Lab Skills
Unit 4: Business Forms
Unit 5: Basic Drawing Skills
Unit 6: Media Exposure
Unit 7: Design
Unit 8: Hand Lettering
Unit 9: Layouts
Unit 10: Production
Unit 11: Computer Art
Unit 12: Screen Printing
Unit 13: Specialized Functions
Unit 14: Photography
Unit 15: Self-Marketing
Unit 16: Employability Skills

COSMETOLOGY

Unit 1: Orientation
Unit 2: Dispensary Operations
Unit 3: Sanitation
Unit 4: Scalp-Care and Hair-Care Treatments
Unit 5: Shaping Hair
Unit 6: Styling Hair
Unit 7: Permanent Waving
Unit 8: Hair Relaxing
Unit 9: Curl Reformation for Flat-Cell and Overcurly Hair
Unit 10: Hair Coloring
Unit 11: Hair Lightening and Toning
Unit 12: Manicuring and Pedicuring
Unit 13: Facial Treatments
Unit 14: Wig and Hairpiece Care
Unit 15: Reception Duties
Unit 16: Salon Management
Unit 17: Employability Skills

* Advancing
** Futuring

CROP PRODUCER

Unit 1: General Safety Precautions
Unit 2: Crop Production
Unit 3: Agricultural Mechanics
Unit 4: Business Management
Unit 5: Marketing
Unit 6: Employability Skills

DAIRY PRODUCER

Unit 1: General Safety Precautions
Unit 2: Milking and Milking Systems
Unit 3: Animal Care
Unit 4: Genetics, Reproduction, and Breeding
Unit 5: Waste Handling and Disposal
Unit 6: Nutrition, Feeds, and Feeding
Unit 7: Herd Health
Unit 8: Marketing
Unit 9: Business Management
Unit 10: Agricultural Mechanics
Unit 11: Crop Production
Unit 12: Employability Skills

DENTAL ASSISTANT

Unit 1: Infection Control and Hazards Management
Unit 2: General Health
Unit 3: Emergency Procedures
Unit 4: Preventive Dental Assisting Procedures
Unit 5: Chairside Assistance
Unit 6: Dental Specialities
Unit 7: Dental Laboratory Procedures
Unit 8: Dental Office Procedures
Unit 9: Radiographic Procedures
Unit 10: Communications
Unit 11: Mathematics
Unit 12: Professionalism
Unit 13: Employability Skills

* Advancing
** Futuring

DIESEL MECHANICS

Unit 1: Safety and Shop Practices
Unit 2: Basic Mechanical Skills
Unit 3: Planned Maintenance
Unit 4: Internal Combustion Engine Operation
Unit 5: Gasoline Engines
Unit 6: Diesel Engines
Unit 7: Drivetrain
Unit 8: Brake Systems
Unit 9: Suspension and Steering
Unit 10: Chassis
Unit 11: Electrical Systems
Unit 12: Truck and Trailer Lighting Systems
Unit 13: Electronically Operated Control Systems*
Unit 14: Heating and Air-Conditioning (AC) Systems
Unit 15: Cab and Trailer Maintenance and Repair
Unit 16: Record Keeping
Unit 17: Employability Skills

DIVERSIFIED HEALTH OCCUPATIONS

Unit 1: Nurse Aide
Unit 2: Medical Assisting
Unit 3: Dental Assisting
Unit 4: Employability Skills

DRAFTING

Unit 1: Basic Lab Skills
Unit 2: Geometric Constructions
Unit 3: Orthographic Projections and Auxiliary Views
Unit 4: Sectioning
Unit 5: Drawing Pictorials
Unit 6: Basic Intersections and Developments
Unit 7: Dimensioning
Unit 8: Basic Computer-aided Design (CAD) Skills
Unit 9: Machine Drawings
Unit 10: Architectural Drawings
Unit 11: Structural Drawings
Unit 12: Civil and Survey Drafting

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* Advancing
** Futuring

Drafting (continued)

Unit 13: Electrical and Electronic Drawings
Unit 14: Advanced Computer-aided Design (CAD) Skills*
Unit 15: Employability Skills

EARLY CHILDHOOD EDUCATION AND CARE

Unit 1: Safe, Healthy Learning Environment
Unit 2: Physical and Intellectual Competence
Unit 3: Social and Emotional Development and Positive Guidance
Unit 4: Positive and Productive Relationships With Families
Unit 5: Program Responsive to Participants' Needs
Unit 6: Commitment to Professionalism
Unit 7: Employability Skills

ELECTRICAL TRADES

Unit 1: Fundamental Concepts of Electricity
Unit 2: Residential Applications
Unit 3: Commercial and Industrial Applications
Unit 4: Employability Skills

ELECTRONICS

Unit 1: Orientation
Unit 2: Basic Electronics Theory
Unit 3: Troubleshooting and Repairing
Unit 4: Electronic Applications for Industrial Systems*
Unit 5: Electronic Applications for Consumer Electronic Equipment*
Unit 6: Applied Digital Concepts*
Unit 7: Employability Skills

ENTERTAINMENT MARKETING

Unit 1: Human Resource Foundations
Unit 2: Marketing and Business Foundations
Unit 3: Promotion
Unit 4: Service Technology

* Advancing
** Futuring

Entertainment Marketing (continued)

Unit 5: Selling
Unit 6: Pricing
Unit 7: Location
Unit 8: Entrepreneurship
Unit 9: Business Functions
Unit 10: Employability Skills

ENTREPRENEURSHIP

Unit 1: Entrepreneurial Potential
Unit 2: Business Description
Unit 3: Marketing
Unit 4: Sales
Unit 5: Customer Service
Unit 6: Legal Considerations
Unit 7: Government Compliance
Unit 8: Recordkeeping
Unit 9: Risk Management
Unit 10: Human Resource Management
Unit 11: Business Operations Management
Unit 12: Customer Credit
Unit 13: Start-up Financing
Unit 14: Financial Management
Unit 15: Business Plan

FERTILIZER/CHEMICAL SALES AND SERVICE WORKER

Unit 1: General Safety Precautions
Unit 2: Customer Service
Unit 3: Merchandise Delivery
Unit 4: Business Management
Unit 5: Inventory
Unit 6: Agricultural Mechanics
Unit 7: Fertilizer/Chemical Formulation and Application
Unit 8: Employability Skills

* Advancing
** Futuring

FLORICULTURE AND GREENHOUSE WORKER

Unit 1: General Safety Precautions
Unit 2: Equipment Maintenance
Unit 3: Marketing and Sales
Unit 4: Merchandise Handling
Unit 5: Business Management
Unit 6: Floral Design
Unit 7: Greenhouse Plant Production
Unit 8: Employability Skills

FOOD PRODUCTION, MANAGEMENT AND SERVICES

Unit 1: Orientation to Industry
Unit 2: Sanitation
Unit 3: Side Work
Unit 4: Service Styles
Unit 5: Safety
Unit 6: Equipment
Unit 7: Nutrition and Menu Development
Unit 8: Food Preparation, Processing, and Production
Unit 9: In-House Selling
Unit 10: Cashier Functions
Unit 11: Guest Relations
Unit 12: Catering and Banquet Services and Production
Unit 13: Receiving and Storing
Unit 14: Management Operations*
Unit 15: Employability Skills

FOREST INDUSTRY WORKER

Unit 1: General Safety Precautions
Unit 2: Forest Industry Operations
Unit 3: Forest Nursery Operations
Unit 4: Forest Measurements
Unit 5: Forest Establishment
Unit 6: Forest Management
Unit 7: Tree Harvesting and Processing
Unit 8: Wildland Fire Operations
Unit 9: Forestry Equipment Maintenance
Unit 10: Forestry Equipment Operation

* Advancing
** Futuring

Forest Industry Worker (continued)

Unit 11: Construction Skills
Unit 12: Business Management
Unit 13: Urban Forestry Tree Care
Unit 14: Employability Skills

GENERAL MARKETING

Unit 1: Human Resource Foundations
Unit 2: Marketing and Business Foundations
Unit 3: Economic Foundations
Unit 4: Promotion
Unit 5: Selling
Unit 6: Risk Management
Unit 7: Distribution
Unit 8: Pricing
Unit 9: Financing
Unit 10: Product/Service Operations
Unit 11: Purchasing
Unit 12: Marketing Information Management*
Unit 13: Financial Management
Unit 14: Computer Operations
Unit 15: Employability Skills

GRADS

Unit 1: Positive Self
Unit 2: Pregnancy
Unit 3: Parenting
Unit 4: Economic Independence

GRAPHIC COMMUNICATIONS: COMMERCIAL PHOTOGRAPHY

Unit 1: Professional Behavior
Unit 2: Basic Lab Skills
Unit 3: Cameras and Exposure Control
Unit 4: 35MM Single Lens-Reflex Camera
Unit 5: Black-and-White Negative Development
Unit 6: Photographs for Presentation Printing

* Advancing
** Futuring

Graphic Communications: Commercial Photography (continued)

Unit 7: Medium Format Cameras
Unit 8: View Cameras
Unit 9: Lighting and Backdrops
Unit 10: Portfolio
Unit 11: Digital Processing
Unit 12: Color Transparency Films for Audiovisual (AV) Use*
Unit 13: Printing Color Negatives*
Unit 14: Professionalism
Unit 15: Employability Skills

GRAPHIC COMMUNICATIONS: GRAPHIC ARTS

Unit 1: Orientation
Unit 2: Business and the Graphic Communications Industry
Unit 3: Measurement Systems
Unit 4: Job Planning
Unit 5: Design and Layout
Unit 6: Typesetting
Unit 7: Proofing
Unit 8: Paste-up
Unit 9: Darkroom
Unit 10: Film Images
Unit 11: Plates
Unit 12: Offset Presses
Unit 13: Finishing Operations
Unit 14: Desktop Publishing
Unit 15: Employability Skills

HEATING, VENTILATION, AIR-CONDITIONING, AND REFRIGERATION

Unit 1: Basic Procedures
Unit 2: Fundamental Concepts of Electricity
Unit 3: Single-Phase and Three-Phase Circuits and Devices*
Unit 4: Fundamental Concepts of Refrigeration
Unit 5: Basic Shop Practices
Unit 6: Shop Practice and Tools
Unit 7: Installing Refrigeration and Air-Conditioning Equipment
Unit 8: Preventive Maintenance

* Advancing
** Futuring

Heating, Ventilation, Air-Conditioning, and Refrigeration (continued)

Unit 9: Troubleshooting Refrigeration and Air-Conditioning Equipment
Unit 10: Servicing and Repairing Refrigeration and Air-Conditioning Equipment
Unit 11: Installing Heating Systems
Unit 12: Troubleshooting Heating Systems
Unit 13: Servicing and Repairing Heating Systems
Unit 14: Employability Skills

HORTICULTURE

Unit 1: General Safety Precautions
Unit 2: Marketing and Sales
Unit 3: Merchandise Handling
Unit 4: Business Management
Unit 5: Facility Maintenance
Unit 6: Equipment Maintenance
Unit 7: Equipment Operation
Unit 8: Employability Skills
Unit 9: Floriculture and Greenhouse Management
Unit 10: Turf, Landscape, and Nursery Operations

HOSPITALITY AND FACILITY CARE SERVICES

Unit 1: Hospitality and Facility Care Orientation
Unit 2: Customer Relations and Quality Services
Unit 3: Security and Emergency Procedures
Unit 4: Sanitation and Safety
Unit 5: Environmental Services
Unit 6: Food and Hospitality Support Services
Unit 7: Employability Skills

INDIVIDUAL AND FAMILY SUPPORT SERVICES

This competency list may only be used as an additional component to *Early Childhood Education and Care* or *Hospitality and Facility Care Services*.

Unit 1: Individual and Family Care Fundamentals
Unit 2: Individual and Family Daily Living Assistance
Unit 3: Individual and Family Recreational and Social Activities
Unit 4: Employability Skills

* Advancing
** Futuring

INDUSTRIAL MAINTENANCE

Unit 1: Safety
Unit 2: Equipment Installation
Unit 3: Maintain Equipment and Practice Predictive Maintenance
Unit 4: Electricity
Unit 5: Hydraulics and Pneumatics
Unit 6: Machine Trades
Unit 7: Welding
Unit 8: Heating, Ventilation, and Air Conditioning
Unit 9: Carpentry
Unit 10: Plumbing and Pipefitting
Unit 11: Employability Skills

LAW ENFORCEMENT

Unit 1: Orientation
Unit 2: Legal Aspects
Unit 3: Communication Skills
Unit 4: Human Relations Skills
Unit 5: First Aid and Emergency Care
Unit 6: Defensive Tactics
Unit 7: Driving*
Unit 8: Patrol
Unit 9: Investigation
Unit 10: Traffic Enforcement
Unit 11: Civil Emergencies
Unit 12: Prisoner Booking and Handling
Unit 13: Private Security
Unit 14: Specialized Units*
Unit 15: Employability Skills

MACHINE TRADES

Unit 1: Orientation
Unit 2: Measuring Workpieces
Unit 3: Inspecting Workpieces
Unit 4: Benchwork
Unit 5: Layouts
Unit 6: Power Saws
Unit 7: Drilling Machines

* Advancing
** Futuring

Machine Trades (continued)

Unit 8: Grinding Machines
Unit 9: Milling Machines
Unit 10: Lathes and Turning Machines
Unit 11: Computer Numerical Controlled (CNC) Lathes and Turning Center
Unit 12: Computer Numerical Controlled (CNC) Mills and Machining Center
Unit 13: Electrical Discharge Machines (EDMs)
Unit 14: Heat Treating
Unit 15: Superabrasives
Unit 16: Contemporary Tooling
Unit 17: Advanced Machining Technology
Unit 18: Employability Skills

MASONRY

Unit 1: Safety
Unit 2: Masonry Materials and Tools
Unit 3: Materials Preparation
Unit 4: Job Site Preparation
Unit 5: Bonding
Unit 6: Blueprint Reading, Record Keeping, and Estimating
Unit 7: Laying Brick and Block to a Line
Unit 8: Brick and Block Work
Unit 9: Jointing
Unit 10: Masonry Construction
Unit 11: Foundations and Footers
Unit 12: Reinforced Concrete Masonry
Unit 13: Special Masonry Applications
Unit 14: Chimney and Fireplace Construction*
Unit 15: Arch Construction*
Unit 16: Basic Welding and Cutting
Unit 17: Employability Skills

MEAT PROCESSOR

Unit 1: General Safety Precautions
Unit 2: Sanitation
Unit 3: Meat Processing Industry
Unit 4: Livestock Purchasing*
Unit 5: Slaughtering

* Advancing
** Futuring

Meat Processor (continued)

Unit 6: Carcass Grading
Unit 7: Wholesale Cutting
Unit 8: Retail Beef Cutting
Unit 9: Retail Pork Cutting
Unit 10: Retail Veal and Beef-Calf Cutting
Unit 11: Retail Lamb and Mutton Cutting
Unit 12: Miscellaneous Meat Merchandising
Unit 13: Tools and Equipment
Unit 14: Customer Service
Unit 15: Marketing
Unit 16: Product Handling
Unit 17: Business Management*
Unit 18: Employability Skills

MEDICAL ASSISTANT

Unit 1: Principles of Medical Ethics
Unit 2: Quality Assurance
Unit 3: Infection Control and Hazards Management
Unit 4: Medical Database
Unit 5: Patient Education
Unit 6: Examinations
Unit 7: Medications
Unit 8: Medical Emergencies
Unit 9: Laboratory Procedures
Unit 10: General Office Procedures
Unit 11: Insurance
Unit 12: Financial Functions
Unit 13: Employability Skills

MIDDLE SCHOOL HOME ECONOMICS

Unit 1: Empowering Skills
Unit 2: Self-Identity
Unit 3: Relating to Others
Unit 4: Becoming Independent
Unit 5: Managing Resources

* Advancing
** Futuring

NURSE AIDE

Unit 1: Orientation
Unit 2: First Aid and Cardiopulmonary Resuscitation (CPR)
Unit 3: Safety and Infection Control
Unit 4: Effective Communication and Legal and Ethical Responsibilities
Unit 5: Basic Personal Care
Unit 6: Nursing-Related Procedures
Unit 7: Care of Elderly Clients
Unit 8: Home Health Care
Unit 9: Restorative Duties
Unit 10: Employability Skills

NURSERY AND GARDEN CENTER WORKER

Unit 1: General Safety Precautions
Unit 2: Nursery and Garden Center Operations
Unit 3: Equipment Maintenance
Unit 4: Equipment Operation
Unit 5: Facility Maintenance
Unit 6: Marketing and Sales
Unit 7: Product Handling
Unit 8: Business Management
Unit 9: Employability Skills

OCCUPATIONAL WORK ADJUSTMENT (OWA)

Unit 1: Study Skills
Unit 2: Human Relations Skills
Unit 3: Health
Unit 4: Career Exploration
Unit 5: Employability Skills
Unit 6: Safety Awareness
Unit 7: Money Management
Unit 8: Academic Remediation

* Advancing
** Futuring

OCCUPATIONAL WORK EXPERIENCE (OWE)

Unit 1: Teamwork
Unit 2: Employability Skills
Unit 3: Academic Enhancement
Unit 4: Studying
Unit 5: Safety Awareness
Unit 6: Personal Development
Unit 7: Personal Health
Unit 8: Personal Money Management

POULTRY PRODUCER

Unit 1: General Safety Precautions
Unit 2: Marketing
Unit 3: Waste Handling and Disposal
Unit 4: Business Management
Unit 5: Poultry Management
Unit 6: Nutrition, Feeds, and Feeding
Unit 7: Flock Health
Unit 8: Agricultural Mechanics
Unit 9: Employability Skills

POWER EQUIPMENT TECHNOLOGY

Unit 1: Professional Behavior
Unit 2: Hand Tools
Unit 3: Shop Equipment
Unit 4: Fasteners
Unit 5: Welding, Soldering, and Heat-Treating Equipment
Unit 6: Manufacturers' Parts, Service, and Software Materials
Unit 7: Disassembly, Inspection, and Reassembly of Two-Cycle and Four-Cycle Engines
Unit 8: Ignition Systems
Unit 9: Fuel Systems
Unit 10: Governor Systems
Unit 11: Lubrication Systems
Unit 12: Cooling Systems
Unit 13: Lighting, Accessory, and Charging Systems
Unit 14: Engine Tune-up
Unit 15: Removing and Installing Engines

* Advancing
** Futuring

Power Equipment Technology (continued)

Unit 16: Power Takeoff (PTO) Accessories
Unit 17: Motion Drive Systems
Unit 18: Frame, Suspension, and Steering Systems
Unit 19: Tires, Wheels, and Brakes
Unit 20: Servicing Multicylinder Engines
Unit 21: Troubleshooting
Unit 22: Equipment Maintenance and Storage
Unit 23: Customer Relations
Unit 24: Employability Skills

PRACTICAL NURSING

Unit 1: Orientation
Unit 2: First Aid and Cardiopulmonary Resuscitation (CPR)
Unit 3: Safety and Infection Control
Unit 4: Legal and Ethical Responsibilities
Unit 5: Coordinated Care
Unit 6: Continued Quality Improvement
Unit 7: Goal-Oriented Care
Unit 8: Environmental Safety
Unit 9: Preparation for Treatments and Procedures
Unit 10: Safe and Effective Treatments and Procedures
Unit 11: Intravenous (IV) therapy
Unit 12: Physiological Adaptation
Unit 13: Reduction of Risk Potential
Unit 14: Mobility
Unit 15: Comfort
Unit 16: Basic Care
Unit 17: Psychosocial Adaptation
Unit 18: Coping/Adaptation
Unit 19: Continued Growth and Development
Unit 20: Self-Care
Unit 21: Integrity of Support Systems
Unit 22: Prevention and Early Treatment of Disease
Unit 23: Training Nurse Aides*
Unit 24: Employability Skills

* Advancing
** Futuring

RESOURCE CONSERVATION

Unit 1: General Safety Precautions
Unit 2: Resource Conservation Industry
Unit 3: Water Quality Management
Unit 4: Soil Conservation
Unit 5: Mapping
Unit 6: Nature Interpretation
Unit 7: Fish and Wildlife Management Awareness
Unit 8: Groundskeeping
Unit 9: Equipment Maintenance
Unit 10: Equipment Operation
Unit 11: Facility Construction and Maintenance
Unit 12: Business Management
Unit 13: Employability Skills

SWINE PRODUCER

Unit 1: General Safety Precautions
Unit 2: Animal Care
Unit 3: Genetics, Reproduction, and Breeding
Unit 4: Waste Handling and Disposal
Unit 5: Nutrition, Feeds, and Feeding
Unit 6: Herd Health
Unit 7: Marketing
Unit 8: Business Management
Unit 9: Agricultural Mechanics
Unit 10: Crop and Forage Production
Unit 11: Employability Skills

TRAVEL AND TOURISM MARKETING

Unit 1: Economic Foundations of Travel and Tourism
Unit 2: Human Resource Fundamentals
Unit 3: Business and Marketing Foundations of Travel and Tourism
Unit 4: Travel and Tourism Foundations
Unit 5: Travel and Tourism Segments
Unit 6: Product/Service Planning
Unit 7: Promotion
Unit 8: Selling
Unit 9: Distribution

* Advancing
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Travel and Tourism Marketing (continued)

Unit 10: Pricing
Unit 11: Risk Management and Loss Prevention
Unit 12: Financing
Unit 13: Purchasing
Unit 14: Marketing Information Management
Unit 15: Computer Operations
Unit 16: Employability Skills

TURF AND LANDSCAPE WORKER

Unit 1: General Safety Precautions
Unit 2: Turf and Landscape Operations
Unit 3: Equipment Maintenance
Unit 4: Construction Skills
Unit 5: Marketing and Sales
Unit 6: Business Management
Unit 7: Employability Skills

WELDING

Unit 1: Safety and Housekeeping
Unit 2: Materials Science/Inspection/Testing
Unit 3: Blueprints
Unit 4: Oxyfuel Welding (OFW)
Unit 5: Shielded Metal Arc Welding (SMAW)
Unit 6: Thermal Cutting
Unit 7: Gas Metal Arc Welding (GMAW)
Unit 8: Gas Tungsten Arc Welding (GTAW)
Unit 9: Flux Core Arc Welding (FCAW)
Unit 10: Employability Skills

WORK AND FAMILY LIFE

Unit 0: Process Competencies
Unit 1: Personal Development
Unit 2: Resource Management
Unit 3: Life Planning
Unit 4: Nutrition and Wellness
Unit 5: Family Relations
Unit 6: Parenting

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